

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
Catherine Wagoner
FROM: Derek Easley
DATE: December 3, 2018
SUBJECT: Dates for Travel Pay for January 2019

SPAHRS Travel for January 2019

NOTE: The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T1	01-07-2019	01-03-2019	01-07-2019	
T2	01-10-2019	01-08-2019	01-10-2019	
T3	01-14-2019	01-10-2019	01-14-2019	
T4	01-17-2019	01-15-2019	01-17-2019	
T5	01-22-2019	01-17-2019	01-22-2019	Holiday – 1/21/19-Martin Luther King
T6	01-24-2019	01-22-2019	01-24-2019	
T7	01-28-2019	01-24-2019	01-28-2019	
T8	01-31-2019	01-29-2019	01-31-2019	